

**TOWN OF CARLTON LANDING**  
**REGULAR MEETING OF THE BOARD OF TRUSTEES**  
Location: 10B Boulevard, Carlton Landing, Oklahoma, also known as  
"School Building 2"  
Date and Time: Saturday, July 16, 2016

**MINUTES**

1. Call to Order

The meeting was called to order at 8:00 a.m. with Mayor Chinnici presiding

2. Roll Call

A roll call reflected Trustees Chinnici, Click, McCollum, Kimmel, Hardway, Clerk-Treasurer Summers were present.

3. Consent Agenda: Consideration and Action

a. Approval of Minutes:

Regular Meeting of the Board of Trustees June 18, 2016 8:00 AM

b. Approval of payment of Purchase Orders

c. Approval of other Payment of Claims

- i. Ongoing contract with Town Attorney, Kay Wall
- ii. Ongoing agreement with Town Finance Officer, Renee Norman
- iii. Ongoing contract with Carlton Landing Volunteer Fire Department
- iv. New contract to retain Shelia Edwards, Grant Writer, \$1000.00

MOTION: A motion was made and seconded to approve the consent agenda # 3, a., b., c. as written.

AYE: Chinnici, Click, McCollum, Kimmel, Hardway

NAY: None

4. Sales Tax Revenue and other Financial and Administrative Reports including the process regarding purchase orders

DISCUSSION: None

5. Discussion, Consideration, and Possible Action to approve the payment of approximately \$8,000.00 for road maintenance

Discussion: Mayor Chinnici explained the need for the work on the roadside which included a drainage ditch, "removing" trees in danger of falling on the road, and placing rocks to guide traffic away from the road edge to deter crumbling of the road edge.

MOTION: A Motion was made and seconded to approve the spending of \$8431.00 to avoid accelerated damage to the Entrance Road

AYE: Chinnici, Click, McCollum, Kimmel, Hardway

NAY: None

6. Discussion, Consideration, and Action to approve a change to the ongoing Administrative Contract, Section 3, page 3, between the Town of Carlton Landing, Oklahoma and Carlton Landing Enterprises, LLC to amend the fee from \$950.00 to \$500.00 monthly as agreed upon at the May 21, 2016 meeting of the Board of Trustees

DISCUSSION: During a previous meeting, Grant Humphreys, Administrator of the Contract, offered to reduce the fee from \$950.00 to \$500.00. The Administrative Contract has been revised to reflect this change.

MOTION: A motion was made to approve a change in the ongoing Administrative Contract, Section 3, page 3, between the Town of Carlton Landing, Oklahoma and Carlton Landing Enterprises, LLC to amend the fee from \$950.00 to \$500.00 monthly.

AYE: Chinnici, Click, McCollum, Kimmel, Hardway

NAY: None

7. Discussion, Consideration and Action to engage the Center for Economic Development Law to prepare the Annual report providing an accounting for the Economic Development Project Plan and Increment District No. 1, Town of Carlton Landing, Oklahoma for fiscal year 2015-2016 as required by Section 867 of the Local Development Act

DISCUSSION: A letter from the Center Economic Development Law was presented, informing the Trustees that an annual report is due regarding financial activity related to the Town's Increment District.

MOTION: A Motion was made to engage the Center for Economic Development Law to prepare the Annual report providing an accounting for the Economic Development Project Plan and Increment District No. 1, Town of Carlton Landing, Oklahoma for fiscal year 2015-2016 as required by Section 867 of the Local Development Act

AYE: Chinnici, Click, McCollum, Kimmel, Hardway

NAY: None

8. Discussion, Consideration, and Action to engage Anne Marie Elfrink, CPA to prepare the 2015-2016 Financial Audit, Estimate of Needs for FY 2017, and the SAI2643 for FY2016 as required by the State Auditor's Office, including filing, for a fixed rate fee of \$2700.00 for the Audit plus \$500.00 for the Estimate of Needs

DISCUSSION: Question arose regarding the necessity for the Estimate of Needs. We will proceed with the audit by Ms. Elfrink. In the mean time we will investigate the requirement regarding the Estimate of Needs.

MOTION: A motion was made to engage Anne Marie Elfrink, CPA to prepare the 2015-2016 Financial Audit, Estimate of Needs for FY 2017, and the SAI2643 for FY2016 as required by the State Auditor's Office, including filing, for a fixed rate fee of \$2700.00 for the Audit plus \$500.00 for the Estimate of Needs if we find that this is indeed required.

AYE: Chinnici, Click, McCollum, Kimmel, Hardway

NAY: None



9. Discussion, Consideration, Possible Action regarding a presentation by Grant Humphreys describing ownership and maintenance responsibility of "Common Areas", "Public Land", and "Private Land."

DISCUSSION: Grant described the areas of Carlton Landing and the types of ownership- Private, Public (Common Areas), and HOA (developer) owned. This reflects upon the action the Trustees can propose on the different areas

MOTION: None

10. Discussion, Consideration, and Possible Action regarding the potential need for the Board to establish processes for the Town to approve future Events to take place within the Town of Carlton Landing

DISCUSSION: In light of the previous discussion of various land owners, the Board decided we are not in the position at this time to consider any processes relative to the Town regarding events and management of the same

MOTION: None

11. Discussion and possible action regarding recommendations relative to safety issues and concerns of Fire Chief Jeremy Tolman

DISCUSSION: Officer Tolman has proposed some concerns regarding the use of fireworks within the Town limits. We will consider this issue in item 12 of this agenda  
NO ACTION

12. Discussion, Consideration, and Possible Action regarding the potential need for an ordinance regarding the safety of residents and visitors to Carlton Landing including the use of Fireworks

DISCUSSION: Several aspects of the use of Fireworks were considered including the possibility of fires within the Town. Since this is not a pressing issue, the Board decided to investigate and return the discussion to a future meeting where suggestions will be presented.

MOTION: None

13. Discussion, Consideration, and Possible Action regarding the Consent Request Letter mandated by the Corps of Engineers describing proposed Projects on our Corps leased land.

DISCUSSION: Grant Humphreys is knowledgeable regarding the letter required by the Corps relative to upcoming projects, and is formulating it. He projects that the letter should be at least almost completed by the next Board Meeting

MOTION: None

14. Legal Reports, Comments, and Recommendations to the Governing Body

Kay Wall, Town Attorney had no further comments beyond the previous meeting discussions.

15. Opportunity for public comment.

None made

16. Comments and questions by governing body members regarding items for future consideration.

None made

17. New Business: Any matter not known about or which could not have been reasonably foreseen prior to the time of posting

None

18. Adjournment

MOTION: Motion to Adjourn was made and seconded. Meeting adjourned at 9:17 a.m.

AYE: Chinnici, Click, McCollum, Kimmel, Hardway

NAY: None

Joanne Chinnici  
Mayor

Attest: J. Summers  
Town Clerk



**FILED**

**AUG 20 2016**

Signed J. Summers  
Clerk, Town of Carlton Landing